



Job Title	Capital Project Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	8	Job Code	12778

Class Specification – Capital Project Coordinator

Summary Statement:

The purpose of this position is to manage all aspects of the Park, Recreation, and Cultural Services construction projects; environmental and safety compliance; permitting, drainage issues, and property encroachments; coordination with internal and external stakeholders; and budgeting, database management, and technical support to the department. This is accomplished by managing construction projects from creating construction documents, bidding, contracting, ensuring compliance with contract requirements, quality control, inspections, testing, change order review, progressing payment approvals, scheduling, coordinating, and collecting of close-out documents. Budgeting through the identification of the scope of work, value engineering, collection of historical data, performing quantity take-off of labor and material, utilization of current industry costs, forecasting, processing of expenditures, reporting, and auditing. Provides technical support and design review from initial concept, construction techniques, material and process specifications, plan examination and editing, and determination of approach. Reviews property encroachments and drainage issues, researches legal documents, verifies conditions, reports preparation, communicates with management and citizens, and develops solutions. Ensures environmental and safety compliance with the identification of code and permitting requirements by governing agencies, site review, identification of non-compliance conditions, execution of required actions, recordkeeping, reporting, and close-out documentation. Oversees database management through organization of information, archiving, recording meeting notes, collection of information, research, and report preparation. Additionally, this position provides volunteer project support, volunteer crew lead, grant support, coordination with other departments, organizations, and governing agencies, assisting outside organizations, citizens with technical or archive information, project review, personnel panel participation, resource allocation, and mentoring.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Construction Management: Reviews project design and scope; develops bid documents; coordinates contract review and execution, permitting, inspections, submittal review, quality control, and contract compliance; handles recordkeeping; conducts project meetings and scheduling; coordinates communications on project close-out, reviews, and reports; processes change orders; issues Notice of Final Payment; issues Certificate of Completion, and warranty review.



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15%	Budget: Performs quantity take-offs, estimates, and value engineering; records historical data cost; forecasts budgets; and develops and updates estimating spreadsheets. Develops project budgets, ensures budget compliance, reviews and approves payment applications, and processes invoices. Collects and processes sales tax information. Compiles data for value engineering, grant reporting, fiscal reporting, and internal and external auditing.
15%	Technical Support: Provides technical support to department, and external customers in the development and updating of specifications; design reviews; guidance in construction practices; code reviews, and site reviews. Acts as a liaison to consultants and other governing agencies including equipment troubleshooting, and contracting information.
15%	Property Encroachments and Drainage Issues: Responds to internal and external inquiries for site reviews; reviews legal documents to determine ownership or rights of use; determines drainage causes and cures; meets with property owners and governing agencies; coordinates, and resolves issues.
10%	Environmental and Safety Compliance: Manages landfill reclamation, gravel pit reclamation, drainage, wildlife permitting, environmental permitting, governing agency permitting and compliance, permit reporting, pond system augmentation plan, dams, and facility hazardous materials.
15%	Database Management: Records construction projects and property documents into the department's database for universal access by staff. Researches archived information and reports for internal and external customers. Produces exhibits and reports as needed. Reviews and refines existing information to eliminate repetitive documents. Organizes documents to ensure ease and accessibility for users.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, contracts, permits, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write bidding documents, contracts, editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment, construction codes, environmental law, engineering principals, and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in construction management, landscape architecture, civil engineering, or a related field.

Experience: Three years of full-time experience managing public construction projects.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

A-1 Commercial Contractor License – Pikes Peak Regional Building Department	Within 3 months of start date
Class – A Commercial Contractor License – Teller County Building Department	Within 3 months of start date
Certified Construction Inspector – Colorado Department of Transportation	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, construction estimating, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Primary Work Environment	Vehicle
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Laser level, smart level, transit, total station survey equipment, GPS Trimble data collection unit, measuring wheel, tape measure, hand tools, digital camera, probe, metal detector, forklift, bulldozer, skid loader, trencher, dump truck, and marking wand and scanner, copier, plotter, calculator, and facsimile machine.



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Specialized Computer Equipment and Software: AutoCAD, Microsoft Project scheduling software, Microsoft Office, Blackberry cell phone, and laptop computer.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014